



RAMP CAPSTONE PROJECT FUNDING 2025 GUIDELINES

This funding program is exclusively for Rozsa Foundation Training participants who have completed the [Rozsa Arts Management Program \(RAMP\)](#). The Rozsa Foundation provides RAMP Capstone Project Funding to organizations, groups, collectives, and individuals to support the advancement of RAMP participants’ Capstone Projects.

Contents

ABOUT THE FUNDING PROGRAM.....	2
2025 DEADLINES.....	2
Application Portal	2
Extension Requests.....	2
Final application dates for recent RAMP alumni.....	2
FUNDING AMOUNTS	2
WHO CAN APPLY?.....	3
Organizational Eligibility.....	3
Individual Eligibility.....	3
INELIGIBLE EXPENSES	3
HOW TO APPLY.....	4
Written Applications.....	4
Presentation to Assessors	4
Additional Support	4
Which application should I use?.....	4
APPLICATION ASSESSMENT	5
APPLICATION CHECKLIST	5
NOTIFICATION OF RESULTS	8
SUCCESSFUL APPLICATIONS	8
T4A Tax Forms – For Individuals.....	9
Can I include money for taxes owed in my budget?	9
CONTACT US.....	9

ABOUT THE FUNDING PROGRAM

The Rozsa Arts Management Program (RAMP) culminates with each participant creating and presenting a Capstone Project. These projects lead to practical results that benefit the participant, their organization (if applicable), and the broader arts community. Once RAMP is complete, participants can apply for up to \$5,000 in funding to bring their Capstone Project to life.

With this funding program, the Rozsa Foundation aims to support both the projects and the continued learning of RAMP alumni. When applying, consider how your project will impact your organization or the arts community, how it will contribute to your skills and career growth, and how it aligns with your original Capstone Project.

2025 DEADLINES

Friday, March 14, 2025

Friday, May 23, 2025

Friday, September 26, 2025

Applications are due by 11:59pm on the date of the deadline.

Application Portal

In early 2025, the Rozsa Foundation will be introducing a funding application and review system called Reviewr. All written applications will be accepted through this system.

We anticipate having the application for this program live in Reviewr by February 10, 2025. If you would like to start preparing an application prior that date, please download the appropriate application template on the [RAMP Capstone Funding webpage](#).

Extension Requests

Requests for extension must be submitted at least two weeks before the deadline.

Final application dates for recent RAMP alumni

RAMP alumni can apply within two years of completing the program.

- RAMP 2023 Alumni: Last deadline to apply is **May 23, 2025**.
- RAMP 2024 Alumni: Last deadline to apply will be in **summer 2026**.
- RAMP 2025 Alumni: Applications open after course completion in **April 2025**.

Although completion of RAMP is a requirement for eligibility, it does not guarantee project funding.

FUNDING AMOUNTS

You can apply for up to \$5,000.

WHO CAN APPLY?

Organizational Eligibility

If you graduated from RAMP while **working for an arts organization**, you can apply if:

- You are a RAMP graduate that completed and presented a Capstone Project in the last two years.
- The project you are requesting funding for furthers the Capstone Project you developed in RAMP.
- Your organization is in support of your application to the funding program.
- Your organization is Alberta-based.
- Your organization is arts-focused or is an organization engaging the arts to fulfill its mission.
- Your organization is a registered charity, registered non-profit, ad-hoc group, grassroots organization, or operating with an alternative organizational structure.
- Your organization is NOT a business incorporated as for-profit entity, including a sole proprietorship.

Individual Eligibility

If you graduated from RAMP as an **independent arts worker**, you can apply if:

- You are a RAMP graduate that completed and presented a Capstone Project in the last two years.
- The project you are requesting funding for furthers the Capstone Project you developed in RAMP.
- You are a resident of Alberta.
- You are NOT applying as a business incorporated as for-profit entity, including a sole proprietorship.

Applications must be made by the RAMP graduate. If a graduate exits the organization after they have completed the program, the organization cannot apply to this funding program to further the Capstone Project. Other funding opportunities may be available in this situation. If you completed RAMP while with an organization, and are no longer with that organization, your project may still be eligible for funding depending on the goals and design. Please contact us to discuss potential avenues for support.

Not sure about your eligibility? Contact Ayla Stephen at ayla@rozsafoundation.com.

INELIGIBLE EXPENSES

The Foundation does not fund:

- ongoing administrative salaries or operating costs
- undesignated expenses
- debt repayment of deficit financing
- capital campaigns
- retroactive project costs (expenses incurred before application assessment)
- individual income tax amounts related to receipt of grant funds.

If you are incurring costs for the project before the application deadline, the expenses may be ineligible. Special Note: For organizations or individuals without salaried administrative staff, project-related human resource costs may be included in the budget.

HOW TO APPLY

There are two ways to apply for RAMP Capstone Funding:

Written Applications

- Connect with Ayla to confirm your project's eligibility. We recommend reaching out at least 4 weeks in advance of the application deadline.
- Create a profile in our [online portal](#).
- Submit your written application via the portal.
- Include a project budget, using the Rozsa Foundation [budget template](#).

Optional: You can prepare your application in the [Word template found on our website](#). There are two versions: one for applicants working for an arts organization and one for individual arts managers. Please make sure to download the version most appropriate to your application. You can write and edit your submission in the template and then copy and paste your responses into the portal.

Presentation to Assessors

- Connect with Ayla to confirm your project's eligibility.
- When you are ready, contact Ayla to schedule a presentation date with the assessors.
- Prepare visual aids such as slide decks or Power Point presentations, as appropriate.
- Make sure that your presentation addresses the questions posed in the Application Checklist (below), including the preparation of a project budget.
- Presentations should be a maximum of 10 minutes and will be followed by a 10-minute Q&A.

Budget Requirement

All budgets must use the Rozsa Foundation Budget Template [available on the program webpage](#). Complete the "Budget" column for your application.

Additional Support

The Rozsa Foundation acknowledges that for some equity-deserving organizations and individuals, systemic barriers to equity exist when it comes to the funding application process. We invite you to contact us to discuss your application and needs, so that we may seek ways to provide additional supports to you.

Which application should I use?

There are two versions of the RAMP Capstone Project Funding application. Which one should you use?

Organizations Application: If you completed RAMP while working as a representative of an existing arts organization or group that supported your participation in the program, please use this application. Your project would have been developed for this organization or group and requested funding should be used to implement the project for the organization or group.

Individuals Application: If you completed RAMP as an individual arts worker, not connected to a specific arts organization or group, please use this application. Your Capstone may have been for a personal professional project and requested funding would be used to implement that project.

APPLICATION ASSESSMENT

RAMP Capstone Funding requests are reviewed by an assessment committee based on the following criteria:

- 1. Design:** The project strongly connects to the applicant's Capstone Project as presented and is well planned and designed to accomplish the stated goal.
- 2. Impact:** The proposed project has potential to provide positive impact for the individual and/or the organization.
- 3. Feasibility:** The organization and/or individual are well-positioned to successfully execute the proposed project, taking timeline, budget, financial position, and staff capacity into account.
- 4. Learning:** This project provides meaningful continued learning for the RAMP graduate and their role is essential to its execution.

The following statement will be used in assessments for proposed projects that propose to explore, promote, or bolster Reconciliation, equity, diversity, inclusion, and accessibility within the organization's operations or programs:

- 5. Advancing EDIA:** The project is designed to engage and include the equity-deserving groups and communities that the project is designed to support.

Please Note: If we receive several applications that are evenly assessed by the committee, preference may be given to proposals that are geared toward equity, diversity, inclusion, and accessibility initiatives, those that harness the power of art for social change (especially in partnership with other, non-arts organizations), those that promote inter-organizational collaboration, and those that can use Rozsa Foundation funding to leverage additional funding or other resources, as reflected in the project budget.

APPLICATION CHECKLIST

SECTION 1: APPLICANT INFORMATION

- Application type: Organization or Individual
- Applicant's name and contact information
- What year did you complete RAMP?
- Artistic discipline (for internal statistical tracking)
- Social Media links (optional)

For Organizations only:

- Name of organization
- Organizational Structure: registered charity, registered non-profit, ad-hoc, collective, etc
- Charitable registration number (if applicable)

- Annual revenue on last completed year’s financial statements (if applicable - for internal statistical tracking)
- Organizational contact information
- Organization Mission or Mandate
- Name and contact information of the organization’s Executive Director + Board President/Chair (if applicable)

SECTION 2: PROJECT INFORMATION

Amount of funding being requested (Max. \$5K)

Project Summary (Up to 60 words)

In a couple of sentences please tell us, at a high level, about the activities that would be undertaken with this funding. For example, “With support from an external contractor and my organization’s Board of Directors, I will complete a venue needs analysis for our new programs. This will help us understand what we need from a new venue and how much it would cost, to inform a decision about whether we should move.”

Strategic Alignment

Tell us how this Capstone Project aligns with one or more of your organization’s strategic priorities or your individual goals.

Full Project Description (Up to 800 words)

Tell us about the Capstone Project you developed in RAMP and how this funding will further that project and its objectives. Use the following questions to prompt your writing of your project description

- What is the challenge that your Capstone Project identified and/or addressed?
- What are the current symptoms of the challenge and how does your proposed project address them?
- What are the opportunities that your Capstone Project identified and/or addressed?
- How does your proposed project aim to embrace the opportunities your Capstone Project identified?
- Has this project changed or evolved since you presented it in RAMP? If so, how?
- Why is it important that this project be completed now?

SECTION 3: PROJECT PLAN

Estimated project start date

Estimated project end date

Please share your project plan for this work. We recommend including information about the activities to be undertaken, the people who will be leading, working on, or engaged during the project (both internal and external to your organization), the timeline, and the intended outcomes or desires of the activities.

Questions to consider while creating your project plan might include:

- What specific work will you (and your team) be undertaking through the project to address a challenge or embrace an opportunity?
- When will the project take place? Please share the timeline of the project.
- Who will be involved in implementing this project, including yourself?

- How will you work with other team members to complete the project?

Budget

Please complete the 'Budget' column in the Rozsa Foundation Budget Template (available on the website) and upload it as support material to this application.

SECTION 4: IMPACT

Tell us about the impact this project might have on you, your organization, and your community. Questions to consider include: (Max. 200 words).

- How does this project further and continue your learning?
- What impact do you hope this project will have on your organization, practice, or community?
- Are there any documents, processes or other resources that will be created through the project?

Personal + Professional Learning Goals

One of the key intentions of the RAMP Capstone Funding program is to support your continued learning and development. Please share any personal and professional learning goals as part of your proposed project. We encourage you to share your goals in point form.

Aspired Outcomes

What outcomes or impact do you hope this project will have on your organization, practice, and/or community when it is implemented? We encourage you to share your aspired outcomes in point form.

SECTION 5: EDIA

RAMP Capstone Projects are not required to have Equity, Diversity, Inclusion, and/or Accessibility (EDIA) components. That said, the Rozsa Foundation is committed to working towards an equitable and anti-racist arts community, both through our own organizational practices and through the work, individuals, and organizations we support. To that end, we are curious to hear about any EDIA considerations or outcomes (if any) you may be considering through your project.

The following questions will only be included for assessment if your proposed project is specifically intended to advance EDIA in your organization, practice, or community.

Do you intend to work with a specific community through this project, or is your project is intended to create impact or opportunity for a specific community or equity-deserving group? Yes or no

If you intend to work with a specific community through this project, or if your project is intended to create impact or opportunity for a specific community or equity-deserving group, please describe how you will be engaging with and including that community or group in exploration and decision-making processes.

Additional Comments (optional)

Is there anything else you would like to share with the Rozsa Foundation about any part of your project or application?

SECTION 6: SUPPORT MATERIAL

Mandatory Support Material

Project Budget – you must use the Rozsa Foundation budget template found on our website.
Financial Statements (for organizations only)

Additional Support Material

Project specific support material will be determined during/after your conversation with the funder, but might include:

- Quotes and work plans from proposed consultants.
- Project budget support (e.g. quotes, invoices, calculations, projections).
- Confirmation of board or supervisor support.
- Infographics.
- Letters of support from project collaborators.
- Strategic plan
- Information about contributors (e.g. biographies, collaborator mandates).
- Other (e.g. feasibility studies, proof of concept, prior project reports).

NOTIFICATION OF RESULTS

After submitting your written application or making a presentation, the committee of assessors will review and discuss your project and request.

We will reach out to you if the committee has additional questions, or if they require additional information or clarification to make a funding decision.

All applicants, regardless of funding outcome, will be notified about the committee's funding decision by email.

We aim to send notification of results within six weeks of the application deadline.

SUCCESSFUL APPLICATIONS

What to expect if your funding request is approved.

1. You and Ayla will book a meeting to discuss next steps, goals and aspired outcomes for final reporting, project timelines, and the payment schedule. If you are working with an organization, group, or collaborators, we encourage you to invite one of them to join you!
2. A funding agreement will be issued to either your organization or yourself, which must be signed and returned to the Rozsa Foundation.
3. Final reporting documents will be shared with you after the approved funding meeting, so that you can reference them throughout the project. The Rozsa Foundation logos and recognition guidelines will also be shared with you.
4. The first payment will be issued after we receive the signed funding agreement.

5. Complete your project!
6. Share your reporting with the Rozsa Foundation.
7. Once we have reviewed and approved your reporting, we will issue the final payment.
8. Six to nine months after your project has been completed, we will reach out to ask for an update on the longer-term impact the project has had on you, your organization, initiative, and/or individual practice.

T4A Tax Forms – For Individuals

If you are an individual (or receiving a grant on behalf of a collective of artists) and you receive funding from the Rozsa Foundation, we must issue a T4A tax form for the full grant amount you received in that calendar year.

According to the Canada Revenue Agency’s guidelines, artist grants are entered in Line 105 of the T4A tax slip. When filing your taxes, you may deduct all reasonable grant expenses related to the production of your project from the total grant amount. This does not include your own artist fee, which is taxable income. Other expenses, such as subsistence or living expenses related to your primary residence, and expenses which can be reimbursed, cannot be deducted.

In general, you will enter your net income from your project grant on Line 13010 of your tax return. Please note that this may vary depending on whether you are self-employed or not. Please refer to the links below for more information.

The Rozsa Foundation does not offer tax advice. We recommend that you consult a tax professional or accountant when planning your grant applications and preparing your taxes each year. The Rozsa Foundation is not responsible for any taxes owed on grants made.

[Line 13010 – Scholarships, fellowships, bursaries, and artist project grants](#)

[Artists’ Project Grants](#)

[Income Tax Folio S4-F14-C1, Artists and Writers](#)

(Example 7 outlines the process of calculating your income from the project grant)

[How to file a tax adjustment using form T1-ADJ](#)

[Can I include money for taxes owed in my budget?](#)

Income tax payments are not an eligible expense in a grant request budget. If you are earning income from a Rozsa Foundation funding program, whether as a self-employed artist or not, it is your responsibility to claim that income to the Canada Revenue Agency, and pay any taxes owed. Your grant request also cannot include funds to cover taxes owed on grant income when your project expenses will be incurred over multiple years.

CONTACT US

If you have any questions, please contact Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com.